

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: May 5, 2025
SUBJECT: Approve change order for the city hall and parks and recreation office remodel project
ITEM NUMBER: 8.j
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change order ECo3 for the city hall and parks and recreation office remodel project

INTRODUCTION

At their February 3, 2025 meeting, the council awarded a contract to Ebert Companies for the city hall and parks and recreation office remodel project. Tonight, the city council is being asked to approve a change order regarding ceiling tiles.

DISCUSSION

Change order ECo3 includes updates to the ceiling tiles. The bid documents include ceiling tiles that are two feet by four feet. However, our open office areas that won't be changing are two feet by two feet. In order to match this, a change order is needed. The attached includes two options for the ceiling tile. The first, for \$950, is for a flat edge tile. The second, for \$2,500, includes a revealed edge, which matches our existing offices. As such, we are moving forward with this option.

The bid documents also listed the ceiling tile in the parks and recreation open office area as meant to be demolished completely, as well as salvaged so a change order is needed to fix that discrepancy.

The total cost for this change order is \$9,684.82, increasing the contract price to \$1,408,720.03.

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council approve change order ECo3 for the city hall and parks and recreation office remodel project.

ATTACHMENTS

[Change order ECo3](#)